

15 DEC 1969

MEMORANDUM FOR: Chief, Building Planning Staff, OL

SUBJECT : Statistics on Operations of the Mail & Courier Branch,  
Logistics Services Division, OLREFERENCE : Memo dtd 20 Nov 69 fm C/BPS/OL to C/LSD/OL,  
same subject

1. In response to the request contained in referent memorandum the following analysis, keyed to paragraph 2., has been made of the proposed consolidation of mail and courier service within the Headquarters compound:

a. number of couriers on internal (Headquarters Building) service,

The Mail & Courier Branch, Logistics Services Division, OL has assigned four couriers to provide internal courier service within the Headquarters Building: one is assigned to service the ground floor, one to service the first floor, one to service the second through fifth floors, and one to service the sixth and seventh floors. With the exception of the ground and first floors and three stops on the seventh floor (7D-07, 7D-18, and 7D-34), all of the stops serviced by the Logistics courier service are located on the north side of the building. The RI/DDP with seven couriers services the DDP elements, all of which are located on the south side of the building.

b. number of couriers on external intra-Agency courier stops, such as Rosslyn buildings, etc.,

Seventeen Logistics couriers are assigned to provide the following external intra-Agency runs:

	<u>Assignment</u>	<u>No. Couriers</u>	<u>No. Stops</u>
25X1A6a	Printing Services; [REDACTED]	2	7
25X1A6a	Suitland Annex; [REDACTED]	2	2
25X1A6a	[REDACTED]	1	5
	[REDACTED]	2	7
	[REDACTED]	2	1
25X1A6a	[REDACTED]	1	5
25X1A	*Shuttle "A" - Rosslyn; [REDACTED]	2	8

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Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Statistics on Operations of the Mail & Courier Branch, Logistics Services Division, OL

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*Shuttle "B" - Glebe Road, [REDACTED]	2	4
*Ames Building (internal service)	1	15
*Key Building (internal service)	1	12
*Magazine Building (internal service)	1	27
Totals	17	93

c. number of couriers anticipated to be required in all Headquarters buildings after consolidation at the Langley site,

There are 93 intra-Agency delivery points outside the Headquarters Building as shown in b. above. Sixty-six of the 93 stops involve components which would be incorporated in the consolidation at Headquarters. These 66 are designated by an asterisk. Forty-nine of the 66 collection points could be combined at Headquarters with 10 parent components which now operate their own central registries. Four are DDP elements and would be handled within the RI/DDP courier service. The additional 13 could be combined under seven newly established mail registries.

It is estimated that seven Logistics couriers could provide sufficient service within all Agency buildings, provided that the consolidation of activities as described above is effected.

It should be noted, however, that the concept of single, central mail registries was strongly recommended at the time the Agency moved to the present Headquarters site but that its implementation did not take place as expected. For example, at Headquarters CRS now has 12 delivery points; DCI has 9; OP has six; OS has five, etc.

d. number of courier positions which could be dropped after consolidation,

It is estimated that four courier positions could be dropped after all Agency metropolitan area activities were consolidated at the Langley site. These positions are assigned to the two mail-shuttle runs which service the Rosslyn [REDACTED] areas.

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It would appear, however, that any savings in manpower within the Logistics courier service would be offset by requirements for additional personnel to handle the material within the components relocated to the Langley site.

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**SUBJECT: Statistics on Operations of the Mail & Courier Branch, Logistics Services Division, OL**

**e. number of mail clerk positions which could be dropped after consolidation,**

The Mail Section handles only the postal type mail which is received from the Post Office or has been injected into the courier service from within the Agency. Since it is already handling this type of mail from all activities located outside the Headquarters Building, no significant change in volume, workload, or adjustment in requirements for mail clerks is indicated.

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Chief, Logistics Services Division, OL

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Logistics Services Division, OL 4E-06 Headquarters Building		EXTENSION [REDACTED]	NO. 25X1A
			DATE 15 DEC 1969
TO: (Officer designation, room number, and building)	DATE RECEIVED      FORWARDED		OFFICER'S INITIALS
1. C/BPS/OL 1012 Ames	17 Dec 69		K
2. [REDACTED]			
3. Sig. Off, BPS			
4. 25X1A9a			
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1 to 2 Please discuss this report with me.  
K

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